

11 SEP 1980

MEMORANDUM FOR: Deputy Director for Administration
FROM: Thomas H. White
Director of Information Services
SUBJECT: OIS Weekly Report (4-10 September 1980)

Classification Review Division

CRD reviewed 90,476 pages of material. Of the CIA material reviewed, 43 percent was declassified. Continuation of this high percentage of documents being declassified is attributable to the continuing review of NIS and FBIS material.

STAT

Records Management Division

Records Systems Branch (RSB) provided guidance to all Agency records management officers on a requirement to conduct a one-week sample count from 20-26 September of original and derivative classification decisions made by the Agency. This count is required for a section of the annual report the Agency must submit to ISOO by 31 October 1980.

RSB employees met with representatives from the Office of Communications and the Office of Training to discuss OC's request for a "workshop" on the use of classification guides. Such a workshop will be delayed until after the new Agency Classification Guide is published.

An Information Technology Branch representative met with the DCI/RMO to review the progress of an automation project in the Executive Registry. The DCI/RMO wants to have the six terminals and two printers installed and the staff trained by 1 January 1981.

Regulations Control Division

RCD processed 29 regulatory issuances during the reporting period.

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Information and Privacy Division

A separate report is attached.

STAT



for Thomas H. White

Attachment

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11 September 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (4-10 September)

1. The Week in Review

| | <u>4-10 Sep</u> | <u>1980 Weekly Average</u> |
|-------------------------|-----------------|----------------------------|
| a. New cases logged | 54 | 59.8 |
| b. Cases closed | 16 | 51.5 |
| c. New appeals logged | 2 | 1.9 |
| d. Appeals closed | 2 | 2.5 |
| e. Manpower (man-weeks) | 123.4 | 125.0 |

2. Current Backlogs

- a. Initial requests - 2949
- b. Appeals - 393

3. Spotlighted Requests**ADMINISTRATIVE INTERNAL USE ONLY**

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